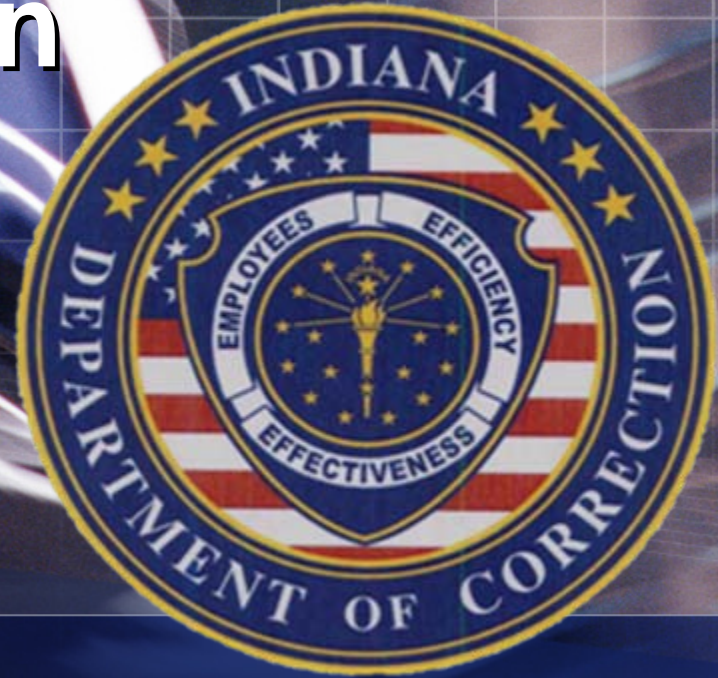


# **The Indiana Department of Correction**

*presents*



## **New Employee Orientation: Preventing Sexual Harassment**

# Performance Objectives

1. Identify the definition of sexual harassment.
2. Identify types of behavior that may constitute sexual harassment.
3. Identify Quid Pro Quo and a Hostile Work Environment.
4. Identify persons designated to receive sexual harassment reports.

# Definition of Sexual Harassment

The State of Indiana defines sexual harassment as unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.



# Sexual Harassment- Conduct of a Sexual Nature

Examples of conduct of a sexual nature include, but are not limited to: unwanted sexual advances; demands for sexual favors in exchange for favorable treatment or continued employment; repeated sexual jokes, flirtations, advances, or propositions; verbal abuse of a sexual nature; graphic, verbal commentary about an individual's body, sexual prowess, or sexual deficiencies; leering; whistling; touching; pinching; assault; coerced sexual acts; suggestive, insulting, obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures.

# Sexual Harassment

Sexual harassment is unacceptable in the workplace itself and in other work-related settings such as business trips and business-related social events.

Behavior need not be intentional in order to be considered sexual harassment.

Sexual harassment can be either a single occurrence or ongoing behavior.

# Two Types of Sexual Harassment

1. Quid Pro Quo
2. Hostile Work Environment



# Quid Pro Quo

Quid pro quo is a Latin term meaning "this for that." Quid pro quo harassment occurs when employment decisions on hiring, promotion, discipline, or termination are made on the basis of submission to or rejection of unwelcome sexual conduct.

An example is: Demanding sexual favors for initial employment, a promotion, or a raise.

# Hostile Work Environment

A hostile work environment exists when conduct of a sexual nature creates an intimidating, hostile, or offensive working environment for an employee.



# Third Party Harassment

Third party harassment means that persons offended by a hostile work environment need not be direct participants or targets of the hostile behavior; they can be third parties. In these circumstances, behavior that is comfortable between direct participants may be unwelcome to other close by (third parties) who cannot avoid observing or hearing it.

# What to do if you are being Sexually Harassed?

- a) Respond quickly, firmly, and professionally to unwelcome words or behavior;
- b) Explain that the conduct is unwanted/unwelcome and that you want it to stop;
- c) Report behavior that doesn't stop or an incident you consider serious or part of a pattern.

# Report Harassment To

1. Agency AA/EE/ADA Coordinator
2. Agency Human Resources Department
3. Agency Head
4. Any Supervisor
5. State Personnel Department
6. Indiana Civil Rights Commission (ICRC)
7. Equal Employment Opportunity Commission (EEOC)



# Protection Against Retaliation

The State will not in any way retaliate against an individual who makes a report of workplace harassment nor permit any supervisor, officer, or employee to do so. Retaliation is a serious violation and should be reported immediately. Any person found to have engaged in misconduct constituting retaliation against another individual for the good faith reporting of harassment maybe disciplined up to and including dismissal.

You have now completed *New Employee Orientation: Preventing Sexual Harassment* module.

Please advance to the next module.

